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OC - 0073-86

28 JAN 1986

MEMORANDUM FOR: Director of Training and Education
VIA: Assistant Director of Training for Curriculum
25X1 FROM:
Director of Communications
25X1 SUBJECT: Request for a Foreign Travel Awareness Program
REFERENCE: OTE 85-2003 dated 28 June 1985;
Subject: Training for Traveling Agency Employees

25X1 1. This memorandum provides a formal request that the Office of Training and Education (OTE) design, develop, and schedule a one-day program for the purpose of sensitizing overseas assigned Office of Communications (OC) employees and their spouses to the hostile aspects of international travel and the related physical and personal security procedures which will serve to minimize the threat.

25X1 2. We realize and appreciate the fact that OTE has developed several courses for employees going overseas. While we have enrolled as many of our employees (and spouses) as possible, the timing and length of the courses prohibit us from enrolling as many personnel as we would like. We feel that a one-day well-designed seminar structured to cover living with the threat of terrorism and the personal and physical security aspects of overseas living would be of immense benefit to our employees and their spouses.

25X1 3. In developing the course, we would like to suggest that you not focus on any one area overseas. The employees and spouses attending the seminar will have been assigned to posts all over the world. As you may be aware, several of the employees and their spouses will be going overseas for the first time and while the stresses and hazards of living overseas must be addressed, we ask that this be done in an optimistic and non-threatening manner.

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25X1 4. our Employee and Dependent Assistance
25X1 Center Coordinator, has been in contact with
25X1 Chief, Washington Operations Training Branch, OTE.
has indicated a willingness to develop and arrange this seminar.
Heavy training schedules within OTE and the varied integration/
training/departure dates of the proposed participants of the
seminar suggest a target date of
Friday, 21 March 1986. has agreed to this date and
he and are in the initial stages of formatting the
seminar.

CONCUR:

25X1
Assistant Director of Training and Curriculum

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Date

APPROVED:

25X1
Director of Training and Education

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Date

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